
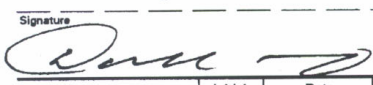


POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. 13172	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL	
Explanation <i>(Show any positions replaced)</i>		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
						13. Competitive Level Code 11AB	
						14. Agency Use	
15. Classified/Graded		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials      Date
a. U.S. Office of Personnel Management							
b. Department, Agency or Establishment							
c. Second Level Review							
d. First Level Review		Life Cycle Project Director		GS	0301	11	
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position <i>(If different from official title)</i>				17. Name of Employee <i>(If vacant, specify)</i>			
18. Department, Agency, or Establishment Department of the Army				c. Third Subdivision Field Operations & Support			
a. First Subdivision ASA (ALT)				d. Fourth Subdivision			
b. Second Subdivision PEO STRI				e. Fifth Subdivision			
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor Perman McIntosh APM, Live Training Division				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>			
Signature 		Date 14 July 04		Signature		Date	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position Misc. Administration & Program Series, GS-301, TS-34 Jan 79. Admin Analysis Grade Evaluations Guide, TS-98 Aug 90. Handbook of Occupational Groups & Families, Aug 2002.			
Typed Name and Title of Official Taking Action David W. Manning, PM Field OPS				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature 		Date 16 July 04		Signature		Date	
23. Position Review		Initials      Date		Initials      Date		Initials      Date	
a. Employee <i>(optional)</i>							
b. Supervisor							
c. Classifier							
24. Remarks This is a full performance Life Cycle Project Director Position. BUS 7777							

25. Description of Major Duties and Responsibilities *(See Attached)*

Previous Edition Usable

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295 USAPPC V1.00

## **INTRODUCTION**

This position is located in PM Field Operations & Support (OPS), Program Executive Office for Simulation, Training & Instrumentation (PEO STRI). The mission of PEO STRI is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, instrumentation, targets, and threat simulators. The mission includes cradle to grave life cycle acquisition support, beginning with tech base programs and throughout each phase of the acquisition process. The Commander centrally directs, coordinates and supports the material development, acquisition and sustainment activities through the functional matrix organization and six Project Managers. This position assists a Life Cycle Project Director in providing project direction, management and implementation to the Senior Project Director and Assistant Project Manager (APM).

## **MAJOR DUTIES**

1. Assists in project direction of life cycle management and procurement of new system/devices and modernization of fielded systems in support of the Division and designated Project Management Offices. Support the intensive management of omnibus Life Cycle Contractor Support (LCCS) contracts. Assists in development of the Acquisition Plan (s) and other required project documents for approval; writes assigned portions of the contract Statement of Work, establishes schedules, contract data requirements lists, etc. Responsible for the assigned portion of acquisition programs, production and engineering change proposals, and maintaining contract award schedule. Resolves problems in this area with integrated product team members. Supports the LCCS contract's Contracting Officer's Representative (COR) or alternate COR for all assigned projects. Supports the Life Cycle Project Director for system/components undergoing modifications, integration of new requirements, re-procurements, relocations, and secures support from sources within and outside PEO STRI to meet user/project requirements. Reviews transition plans for TADSS identified for incorporation into Life Cycle contracts and identifies plan shortfalls in areas of logistics support and presents case for corrective actions, in writing and verbally, to correct the deficient items. Assists in modifying and coordinating training system material fielding; serves as a member of the material fielding team.

30%

2. Supports the development of budget requirements and obligation plans for assigned projects. Assists in the managing of funding and obligation plans within Life Cycle contract efforts ensuring that the contractor (especially on cost plus contracts) prudently manages funds. Notifies the Senior Life Cycle Lead Project Director of funding discrepancies in a timely manner. Assists the Senior Life Cycle Lead Project Director in planning, managing and budgeting for Systems Integration Tasks (hardware and software), Independent Verification and Validation (IV & V), Subject Matter Expert (SME's), Support Service Contractor efforts, Functional Configuration Audits (FCAs), and Physical Configuration Audits (PCAs). Assists in the project guidance, priorities and reviews documentation in support of the goals of PEO STRI to include user activities.

30%

3. Assists Senior Life Cycle Project Director with functions in support of assigned Foreign Military Sales (FMS) procurement actions to include pre-project efforts in developing cost estimates for new requirements. Coordinates with the various commands unique to FMS procurements to include U.S. Army Security Assistance Command and various U.S. Embassies on procedures for delivery, installation and training of foreign students. Assists in coordination between contractors and foreign freight forwarders to provide shipment of the training devices/systems. Assists in reviews, and provides instructions of policies and procedures as they relate to FMS unique procurements. Coordinates and monitors training courses, both CONUS and OCONUS, for foreign students to include hotel, travel and rental car arrangements.

10%

4. Serves as a member of the Configuration Control Board in the preparation and evaluation of proposals/ECP's; monitors contractual efforts to ensure all requirements and milestones are met. Supports the Competition in Contracting Act (CICA), Small Business Administration (SBA), Federal Information Processing (FIP), and Value Engineering (VE) program.

15%

5. Assists with preparation and presentation of formal and informal information and decision briefings to the Installation/Activity Commanders and others. Supports the coordination, staffing, and preparation of the execution staff summaries and letters for concurrence and/or acceptance. Supports PEO STRI interface to MACOMs, NGB, and Advanced War-fighting Experiments and DA level activities for future requirements. Assists with direct support and integration support through the Life Cycle Support (LCS) contractor. Maintains competency through continuing training courses in Federal procurement laws to include Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFAR), DOD Guidance, Navy Procurement Acquisition Regulations (NPARS), Mil-Standards (Mil-Std), Army Material Command Directives, Standard Operating Procedures (Sops), Base Orders and internal directive guidance.

15%

Performs other duties as assigned.

### **Factor 1 – Knowledge required by the Position – FL 1-7 – 1250 points**

Basic knowledge of overall management principles and methodology as they relate to PEO STRI's mission to include working knowledge of project management, as relates to PEO STRI's organization, mission, objectives, and procedures; the relationship of management to other project areas such as acquisition, engineering, safety, quality, R7D, and sustainment.

Working/Rudimentary knowledge of the acquisition process as it relates to assigned projects to include knowledge of and demonstrated experience in the following areas necessary to execute an omnibus LCCS contract: Basis of Issue Plans (BOIP), Qualitative/Quantitative Personnel

Requirements Inventory (QQPRI); TADSS Fielding Plans, Supportability Strategies; Publications; Provisioning; Support Equipment; Maintenance Planning; Software/Hardware Modifications and Development; Computer Resources Life Cycle Management Plan (CRLCMP); Test & Evaluation Management Plans (TEMP), System Engineering and Management Plans (SEMP), System MANPRINT Management Plan (SMMP), Supply Support, Logistics Support Analysis (LSA); Facilities Management; Manpower, Personnel, and Training; MANPRINT domains; Transportation; Material Handling; Configuration Management; Data Management; Human Factors Engineering; Production Technologies; and Planning, Programming and Budgeting Execution System (PPBES).

Basic knowledge of equipment maintenance to include fundamentals of design principles for hardware and software to manage the system changes.

Knowledge of Defense Contracting Audit Agency (DCAA) and Defense Finance and Accounting Service (DFAS) operations as it relates to financial management and control of a project.

Ability to analyze issues, processes, etc., in order to develop innovative approaches to the resolution of moderate complexity of sensitive problems as they relate to assigned projects. These problems may encompass very broad areas to include dispersed activities and conflicting authorities.

Ability to successfully assist in marketing improved Life Cycle concepts and techniques to all levels of command including higher headquarters.

Ability to meet and deal effectively with fellow employees, supervisors, managers and executives of the Federal sector and high level officials of educational, public and private industry sectors.

## **Factor 2 – Supervisory Controls – FL 2-4 – 450 Points**

Supervisor provides administrative, project supervision of the position, and provides broad program objectives of the APM. Works within the policies and objectives of PEO STRI. Within a framework of priorities, funding and overall program objectives, the incumbent and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters for the approved project plan, the employee is independently responsible for planning and organizing the study, estimating costs, coordinating with appropriate personnel, and conducting all phases of the project. This frequently involves the definitive interpretation of regulations and study procedures, and the initial application of new strategies and methods. Incumbent is relied upon to possess and apply thorough knowledge of operational and technical principles. Incumbent is expected to utilize ingenuity, initiative, and resourcefulness in developing strategies and in managing direction, integration, and control of all essential program elements consistent with the acquisition plan. The incumbent informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, recommendations, etc., are reviewed by the supervisor for compatibility with organizational

goals, guidelines, and effectiveness in achieving intended project objectives. Official whose programs and employees would be affected by implementation of the recommendations also review completed work critically outside the incumbent's immediate office.

### **Factor 3 – Guidelines – FL 3-3 – 275 Points**

Guidelines include – Federal Acquisition Regulations, Defense Federal Acquisition Regulations, DoD Guidance, Navy Procurement Acquisition Regulations, Mil-Standards, Army Material Command Directives, Standard Operating Procedures, Base Orders and internal directive guidance and other similar criteria pertaining to life cycle acquisition and related specialties. These guidelines typically do not provide detailed and specific procedures, precedents, and other relevant information.

### **Factor 4 – Complexity – FL 4-4 – 225 Points**

Assignments involve assisting in the execution of all elements of life cycle support for development programs and fielded systems. Assists in the integration of new and omnibus LIFE CYCLE support operations based upon consolidation and competition and the procurement process. Provides Life Cycle support for Foreign Military Sales (FMS) and Non-Standard Training Device requirements, if assigned. Required to help plan/direct and execute acquisition strategies. Strategies must effectively integrate and coordinate the organization's need for procurement, maintenance, and movement of equipment, supplies, and personnel essential to the success of the overall mission. Changes in mission priorities, multi-year funding, and Army's vision, goals, and long term plans, require the ability to visualize results of new or revised methods, procedures or organizational structures, and other related LIFE CYCLE processes. Incumbent is expected to use good judgment to assist in resolution of substantive problems.

### **Factor 5 – Scope and Effect – FL 5-4 – 225 Points**

This position assists a Life Cycle Project Director in providing project direction, management, implementation and Integrated Logistics Support (ILS) to the Senior Project Director and Division Chief. The purpose of the work is to collaborate with the Program/Project Directors and other organization officials to develop, implement, and monitor Life Cycle requirements for assigned projects and identify the specific requirements for funding, manpower, material facilities, and processes needed to fulfill mission goals. The work has a direct impact on worldwide availability of training devices, simulators and simulations to meet training requirements of the U.S. Army.

### **Factor 6 – Personal Contacts &**

### **Factor 7 – Purpose of Contacts FL 3-c – 180 Points**

Must maintain excellent working relationships with all personnel within the assigned Division. Contact are with military/civilian organization co-workers, project directors, managers and support personnel involved in the program/project. Representative contacts, with the assistance of the assigned Senior Life Cycle Project Director, many include MACOM staffs, Installation

Commanders, Program/Project Managers, directors of major program components, and contractor representatives.

Represents the activity's Life Cycle Support function at meetings and conferences; provides Life Cycle project information to Army and civilian managers, presents status reports and projections, provides data to other planning and program/project personnel, analyzes effectiveness of the contractor's efforts and resolves differences between Life Cycle contract provisions and the contractor's product or service; and advises on such matters as financial and manpower resources as they relate to assigned project via their assigned project director. Incumbent establishes cooperative relationships, presents controversial and critical observations to include recommendations, defends or justifies recommended program decisions and convinces other to accept proposals with which they may disagree.

**Factor 8 – Physical Demands – FL 8-2 – 20 Points**

Requires a combination of sedentary work and work at the device sites requiring a variety of physical activities to include long periods of standing and climbing aboard equipment to observe and study operations at device sites.

**Factor 9 – Work Environment – FL 9-2 – 20 Points**

Work is performed both in an office and field setting. Moderate to extensive travel to attend meetings at contractor sites or field activities is required. Work at field activities may require working without modern conveniences, e.g., lighting air-conditioning and plumbing under a variety of environmental conditions from desert heat to below freezing temperatures. Protective clothing and gear and observance of safety precautions are required.